

# Division of Purchasing: How to Work with the State of Utah and Eligible Users

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# Doing Business with the State

- Helpful hints:
  - The Procurement Code and Administrative Rules
  - Register with the Utah Public Procurement Place
    - Setting up your account
    - Adjusting time zone, adding users, etc
  - Responding to Solicitations
  - Processes that the State must follow

# UTAH PUBLIC PROCUREMENT PLACE CONSORTIUM

Alpine School District

American Fork

American International School

American Preparatory Academy Charter  
Schools

Beaver County School District

Bluffdale City

Bona Vista Water Improvement District

Box Elder School District

Cache County

Cache County School District

Canyons School District

Carbon School District

Central Utah Education

Clearfield City

Coalville City

Daggett County

Davis Applied Technology College

Davis County

Davis School District

Department of Corrections (TCM)

Draper City

Duchesne County School District

Eagle Mountain City

Granger-Hunter Special Service District

Granite School District

Herriman City

Highland City

Hildale City

Housing Authority of Salt Lake City

Housing Authority of the County of Salt Lake

Iron County School District

Lehi City

Lindon City

Logan City School District

Metropolitan Water District of Salt Lake and  
Sandy

Moab City

Mountainland Applied Technology College

Murray City

Murray School District

Ogden School District

Orem City

Payson City

Piute County School District

Pleasant Grove City

Provo City

Salt Lake City

Salt Lake Community College

Salt Lake County

Saratoga Springs City

School and Institutional Trust Land  
Administration

Sevier County School District

South Jordan City

South Ogden City

South Salt Lake City

South Summit School District

South Valley Sewer District

Southern Utah University

Spanish Fork City

Springville City

State of Utah Courts

State of Utah Department of Human Services

State of Utah Department of Technology  
Services

State of Utah Division of Facilities and  
Construction Management (DFCM)

State of Utah Division of Purchasing

Summit County

Terra Academy Charter School

Trans-Jordan Landfill

Uintah Shool District

Unified Fire Authority

University of Utah

Utah County

Utah Department of Transportation (UDOT)

Utah Schools for the Deaf and Blind (USDB)

Utah Transportation Authority (UTA)

Washington County School District

Weber County

Weber School District


West Valley City


# VENDOR REGISTRATION

- Utah Public Procurement Place.

## Registration

Once registered, you will automatically receive email notification for all future sourcing events matching your selected commodity areas posted by the State of Utah and any participating political subdivisions. If you have any additional questions about the registration process, please contact State Purchasing's SciQuest Admin Team at [sciquestadmin@utah.gov](mailto:sciquestadmin@utah.gov).

[Step 1 - View the Registration Guide](#) 

[Step 2 - View Commodity Codes](#) 

[Step 3 - Register Here](#) 

[Frequently Asked Registration Questions](#) 

# Utah Public Procurement Place Support Team

- Utah Admins– [sciquestadmin@Utah.gov](mailto:sciquestadmin@Utah.gov)
  - Windy Aphayrath
  - Zac Christensen
  - Chad Hinds
  - Solomon Kingston
- SciQuest Support
  - <https://go.jaggaer.com/SupplierSupportRequest.html>
  - 1-800-233-1121, Option 2, Option 2

# Additional Resources

- Division of Purchasing website:
- [Purchasing.Utah.gov](http://Purchasing.Utah.gov)
  - For Vendors

# Additional Questions?

Contact:

[sciquestadmin@Utah.gov](mailto:sciquestadmin@Utah.gov)